

COCKPIT Advisor

How to get started

Vitec Aloc/Hi
Version 3.1

The document is based on the underlying system PORTMAN version 7.31

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1. Introduction

COCKPIT is an online dashboard that first and foremost gives you a simple and straightforward overview of portfolios/deposits, but also supports drill-down and look-through, along with tailored reports. COCKPIT is Vitec Aloc's standard web application for advisors, managers, end-clients, etc. Data comes from PORTMAN through API requests. This ensures data quality and provides an overview.

COCKPIT is available white label and can be customised to fit your corporate identity in terms of visual style, colours, fonts and logos. All available on desktop or tablet. COCKPIT can be styled individually at the client level, in their own preferred colours. COCKPIT is available both for advisors (COCKPIT Advisor) and for end-clients (COCKPIT client site).

The document follows the structure of COCKPIT Advisor and has the following tabs:

- Portfolio
- Products
- Documents
- News
- Disclaimer

1.1. Structure of COCKPIT Advisor

COCKPIT interacts with Vitec Aloc's investment management solution PORTMAN (portfolio management), depending on which modules are licensed. The table below gives an idea of the user benefits of COCKPIT Advisor.

COCKPIT version	Relevance
COCKPIT Advisor Requires PORTMAN as the base system.	Private banking, wealth and investment advisors have quick access to validated client data, with a comprehensive overview of their portfolios/deposits including market values, return, allocation and many more calculations. Increases the number of clients an employee can service and supports the management overview.

The table below shows the possible functionality in COCKPIT Advisor.

Functionality/COCKPIT version	COCKPIT Advisor
Portfolio	X

Products	X
Allocation	X
Documents	X
News	X
Administration	X
Disclaimer	X

2. General information

2.1. Log-in screen

To log in with username and password. COCKPIT obtains permission from the PORTMAN system because access is granted in PORTMAN:

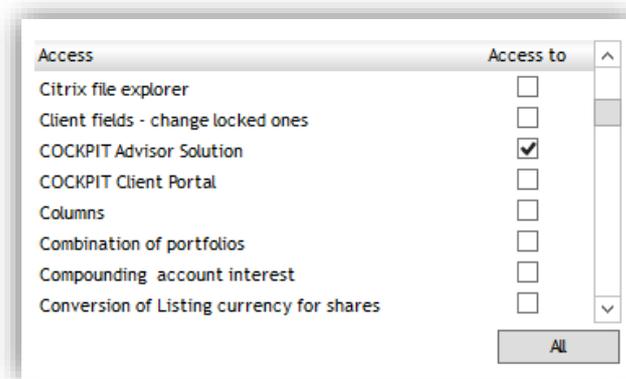


The COCKPIT log-in page is here [http://\[server name\]/COCKPIT/](http://[server name]/COCKPIT/).

Please note that if you use Single Sign-on for COCKPIT, you will bypass the screen above and go straight to COCKPIT when you click on the COCKPIT icon.

2.2. Creating users in PORTMAN

- The user has to be set up under <User> in PORTMAN.
- The individual 'user group' must be granted separate COCKPIT access. This is done by selecting the 'Access' option and ticking 'COCKPIT Advisor Solution'.



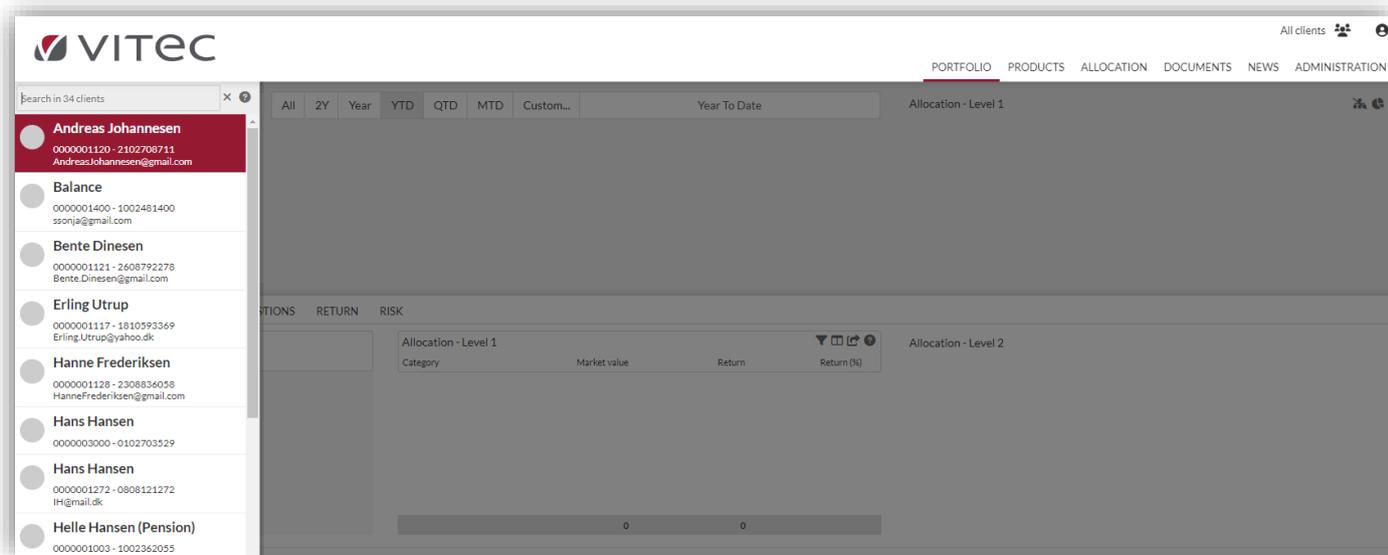
- The user may need to be linked to a client segment (via PORTMAN's segmentation module). The benefit of this is centralised management and publication of client groups.

2.3. Client selector

You can choose between two different search functions. Vitec Aloc sets up the preferred method.

2.3.1. Interactive search

By default, COCKPIT provides access to all PORTMAN clients in the installation. You can see them on the left side of the client selector. You can search by 'name', 'client number', 'e-mail' or 'Client ref.'. The client selector filters the clients meeting the search criteria and keeps the list updated. During the search process, the list of clients is always empty and greyed out.



2.3.2. Specific search

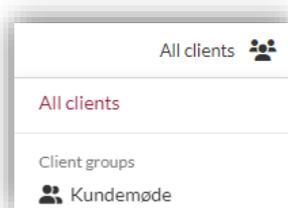
Here, no clients are shown in the client selector. A particular client only appears if there is an exact match with the full search criterion. You can search by CPR number, client number and e-mail, but not by name.

2.4. Creating your own client groups

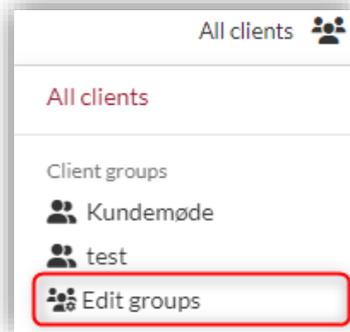
In COCKPIT, there are two ways to create your own client groups:

2.4.1. Individual client group

If you are an advisor and you want to focus on a specific client group, you can create your own client group by selecting 'All clients' in the top right corner:



'Edit groups' allows you to create a new client group:



Now you can create your own groups and add specific clients to them:

Client Groups		Clients				
Name	Description	Client id	Name	E-mail	Phone no.	Inv. man.
Kundemøde	Kundegruppe genereret til kundemøde	0000001200	Tom Petersen (A/S)	OP@gmail.com	13961155	
test	xx	0000001204	Tommy Petersen (Agg)	OP@gmail.com	13961155	

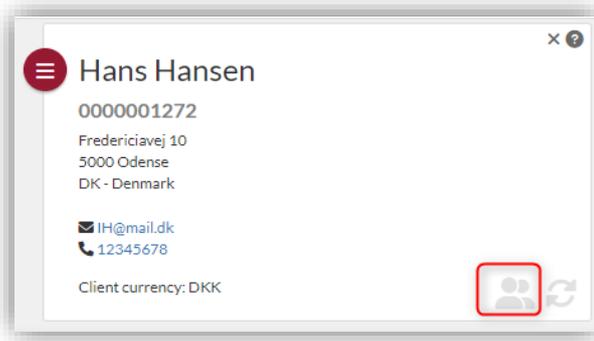
COCKPIT filters all data according to this selection. If you are using one of the created groups, all data in the display will be tailored to the group. This is particularly relevant in the 'Portfolio' and 'Allocation' tabs.

Only those clients in the client group will be listed.

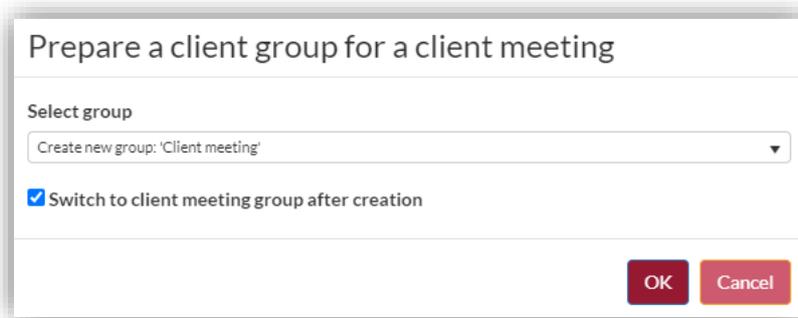
Note: If you want to stop users viewing clients other than their own, the full segmentation module must be set up in PORTMAN (a licence is required to access the module).

2.4.2. Creating a client group automatically – aggregated portfolio

In COCKPIT, a client group can also be created automatically. This function makes it easy to support an advisor in a client meeting in which multiple clients are part of the comprehensive overview – e.g. spouses, children, company and pensions etc. In order to create a client group of this kind, an aggregated portfolio must have been created with a primary client in PORTMAN.

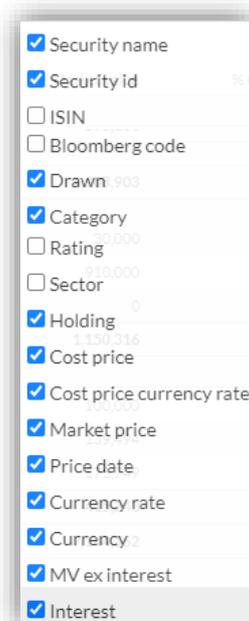


On the COCKPIT starting page, select the 'create client group' icon, which automatically creates a client group corresponding to the clients and portfolios contained in the aggregated portfolio. Now give the group a name, and the feature then works in the same way as normal client groups.



2.5. Flexible column selection

The relevant columns can be freely selected in all windows via the icon 



The order of the columns can be freely changed by dragging and dropping, and additional filtering options are available by clicking on each column with alphabetic/numeric sorting.

The screenshot displays the VITEC COCKPIT interface for user Hans Hansen. At the top, there's a navigation bar with tabs for PORTFOLIO, PRODUCTS, ALLOCATION, DOCUMENTS, NEWS, and ADMINISTRATION. Below this, the user's profile and contact information are shown. The main area is divided into several sections: a portfolio summary table, a pie chart for 'Allocation - Level 1', and a detailed 'HOLDINGS' table. The holdings table has columns for Security name, Security id, Drawn, Category, Holding, Cost price, Cost price currency, Market price, Price date, Currency rate, Currency, MV ex interest, Interest, Market value, and % of total. A red box highlights a filter dropdown menu in the 'Category' column, and a red arrow points to the 'Category' column header.

COCKPIT Advisor remembers the individual user's column selection, etc. It is, therefore, a good idea to take some time to create the overview that works best for you in your everyday work.

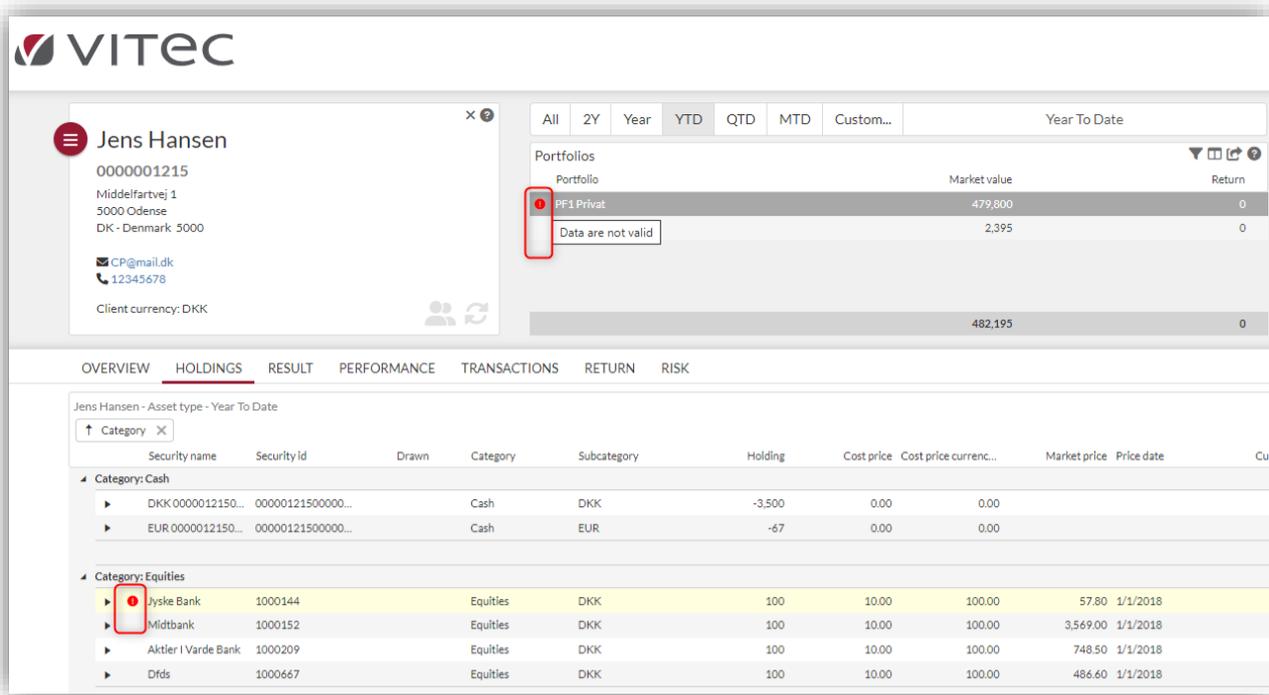
2.6. Exporting data to Excel or PDF

Note that where the icon below is shown , data can be exported to Microsoft Excel or PDF on the fly.

However, in the 'Documents' tab, the icon also has the distinct function of confirming that the report should be sent to a particular end-client (requires setup in PORTMAN).

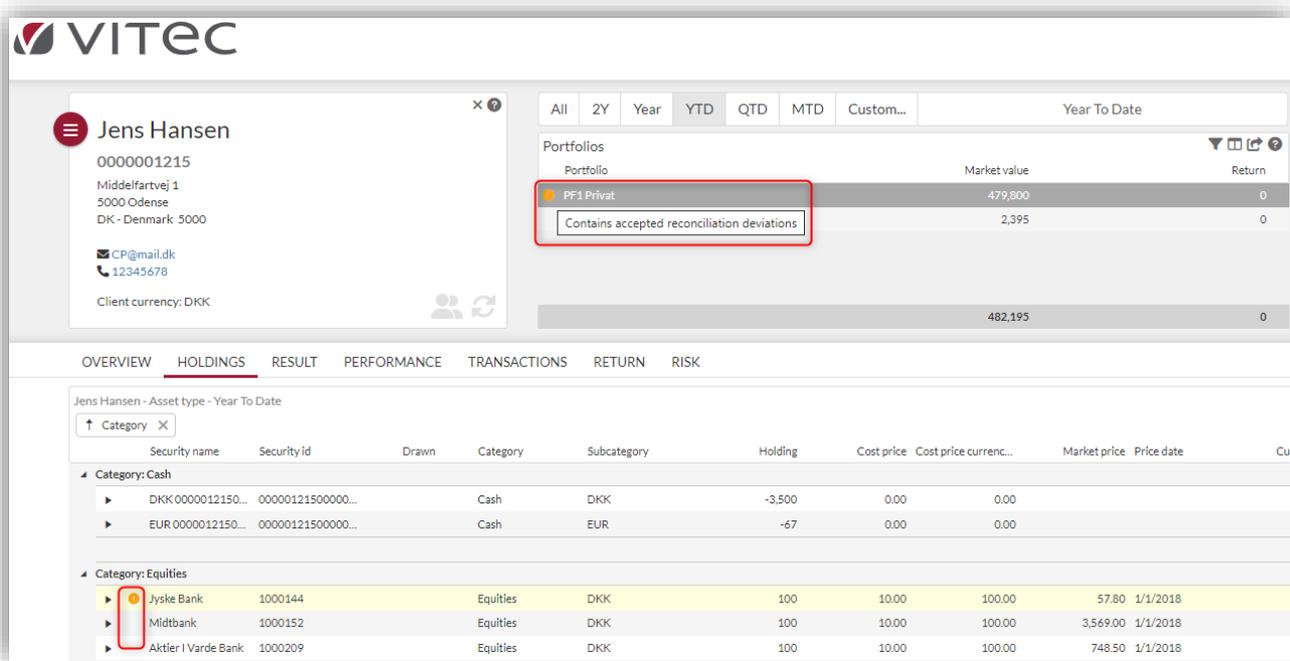
2.7. Reconciliation differences

In COCKPIT, the advisor is able to view unreconciled holdings. When COCKPIT is opened, all holdings are displayed as normal, but unreconciled holdings are marked in the holdings and results tabs in COCKPIT. Portfolios with unreconciled holdings are also marked in the portfolio overview, as shown here:



In addition, the advisor will be prevented from ordering ad hoc CRS reports for a selection of portfolios containing unreconciled holdings.

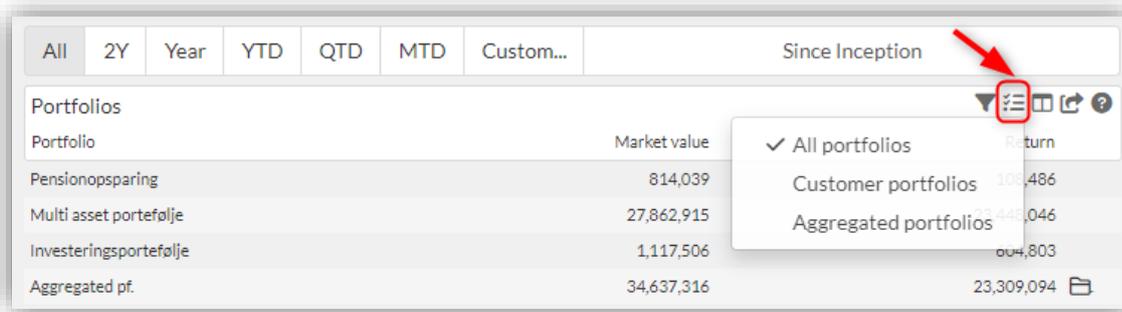
In PORTMAN, you can choose to accept reconciliation differences that are presumed to be acceptable. If the reconciliation difference is accepted, it will appear with an orange marking in COCKPIT, as illustrated below:



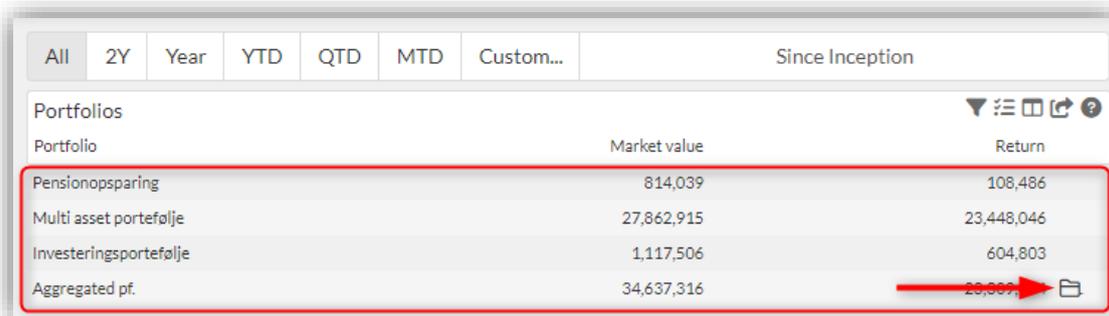
3. Portfolio

3.1. Portfolio: Overview

In the overview image, the advisor can decide which portfolios to display. The default setting is to show all portfolios, in other words, 'Customer portfolios' as well as 'Aggregated portfolios'. The advisor can decide which portfolios to display by clicking on the icon below.



In the example below, the top three portfolios are the client's primary portfolios (also known as 'Customer portfolios'), while the portfolio at the bottom is the client's aggregated portfolio.



The next section explains aggregated portfolios in more detail.

3.1.1. Aggregated portfolios

If a 'folder' icon appears after the portfolio, it means that the client is an aggregated client consisting of multiple clients, as shown below. You can see which portfolios are included if you click on the icon. If an aggregated client is selected, all data and calculations in COCKPIT are shown at the aggregated level. Aggregated portfolios are set up in PORTMAN via:

Modules -> Client data -> Aggregated portfolios

Portfolio	Market value	Return
Investeringsportefølje	1,117,506	604,803
Aggregated pf.	34,637,316	23,387,294

3.1.2. Expanding aggregated portfolios

The user can choose a different configuration which displays the aggregated portfolios in an expanded view. This option is only available to the primary client in the aggregated portfolio.

Portfolio	Market value	Return
Company	113,180,197	5,131,260
Investment Portfolio	6,062,330	99,861
	119,242,527	5,231,121

If you click on the 'expand' icon , all the clients and portfolios belonging to the aggregated portfolio are displayed along with the client's own portfolios.

Extra columns are also added to the view, showing 'Client id', 'Client' and 'Portfolio no.'. It is an active view, so you can click once on a client to display that client.

Client id	Client	Portfolio no.	Portfolio	Market value	Return
▲ Tom Petersen (A/S)					
0000001200	Tom Petersen (A/S)	001	Selskab A/S	113,619,711	5,220,077
0000001200	Tom Petersen (A/S)	002	Privat Blandet	8,011,410	750,420
▲ Tommy Petersen (Agg)					
0000001204	Tommy Petersen (A...	001	Company	113,180,197	5,131,260
				240,873,647	11,201,618

3.1.3. Viewing data for selected clients

If the user wants to see calculated data for some (or all) clients in the aggregated portfolio, they can be selected one by one by clicking on them, or Shift+Enter can be used to select several at once.

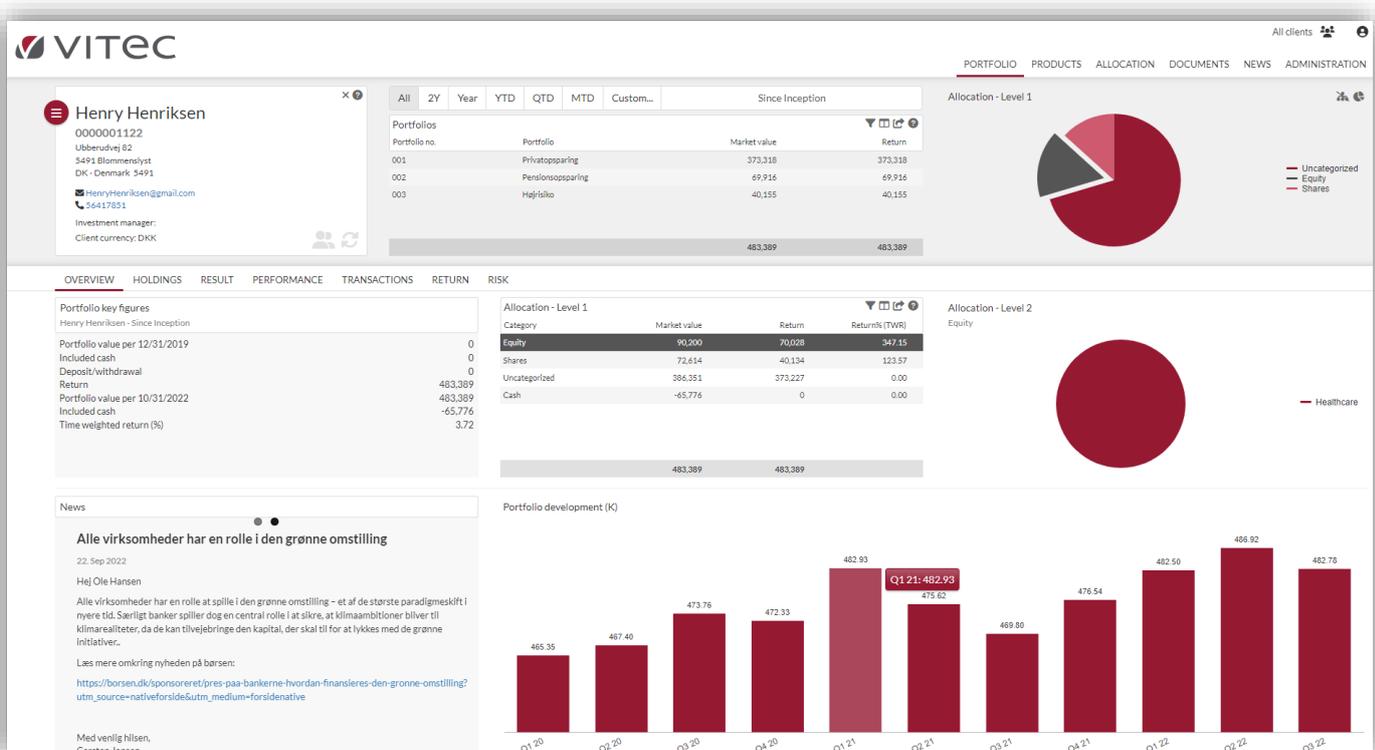
The calculated data on the individual pages, including an overview, holding and result, will relate to the selected portfolios:

All	2Y	Year	YTD	QTD	MTD	Custom...	Year To Date
Portfolios							
Client id	Client	Portfolio no.	Portfolio	Market value	Return		
Tom Petersen (A/S)							
000001200	Tom Petersen (A/S)	001	Selskab A/S	113,619,711	5,220,077		
000001200	Tom Petersen (A/S)	002	Privat Blandet	8,011,410	750,420		
Tommy Petersen (Agg)							
000001204	Tommy Petersen (A...	001	Company	113,180,197	5,131,260		
				240,873,647	11,201,618		

3.2. Portfolio: Overview

The screen displays the following details of the individual selected client:

- Portfolio value based on selected period
- Portfolio value and asset allocation (including currency)
- Development of the portfolio over three years
- Selected portfolio key figures such as returns as TWR or MWR, benchmark returns and costs (trading costs, management fees, etc.)
- The news which you can distribute from the central team, which changes/scrolls automatically



3.2.1. Portfolio key figures

Selected portfolio key figures such as returns (TWR or MWR), benchmark returns, deposits/withdrawals and costs, etc.

Portfolio key figures	
Hans Hansen - Since Inception	
Portfolio value per 12/31/2018	-1,592,367
Included cash	-4,960,690
Deposit/withdrawal	37,530,593
Return	11,972,737
Costs ▾	16,246
Withheld dividend tax	1,000
Portfolio value per 10/31/2022	47,534,962
Included cash	16,249,524
Time weighted return (%)	947.95
Benchmark TWR (%), BENCHMSCI	3.62

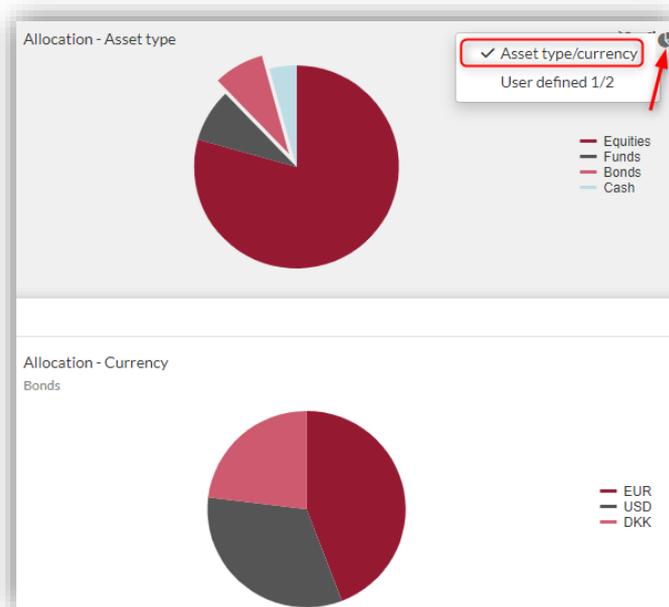
There is a drop-down for costs showing the portfolio's 'Trading costs', 'Administration fees' and 'Other costs'.

Costs ▾	16,246
Trading costs	1,350
Administration fees	12,000
Other costs	2,896

3.2.2. Grouping options

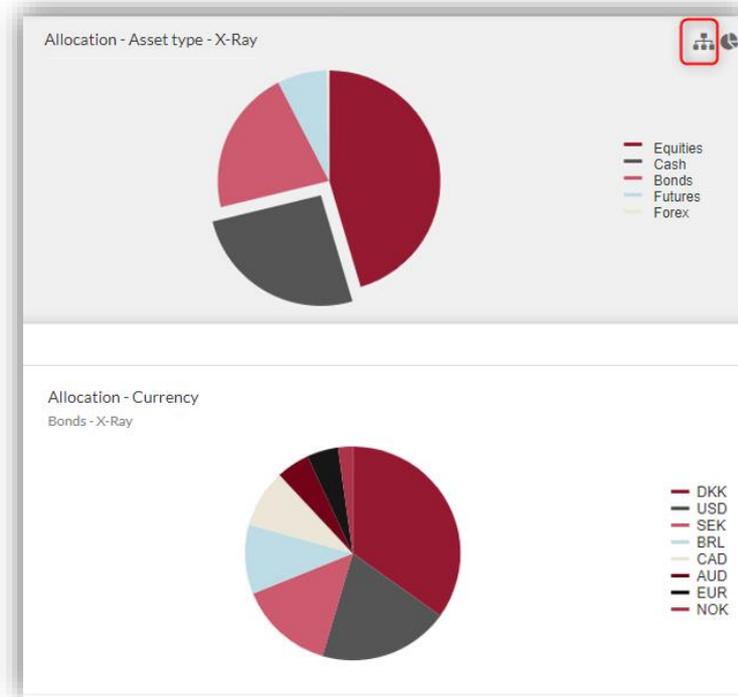
There is now an option to view the groupings in different ways. The default is still 'Asset type/currency', but groupings can also be based on the user-defined groupings – 'User defined 1/2' in the example below (contact Vitec Alloc for grouping options).

To change the selection, click on the button in the top right in the allocations:



3.2.3. X-Ray

You can see a breakdown of your funds to reveal their underlying exposure. If you click on the 'X-Ray' icon, you will see a breakdown of your funds (X-Ray must be purchased as an add-on). The example below shows your exposure to different currencies:



3.3. Period selector

At the top of the portfolio screen, there is a period selector. This gives the advisor flexibility to choose which period to view ('All', '2Y', 'Year', 'YTD', 'QTD', 'MTD' and 'Custom').

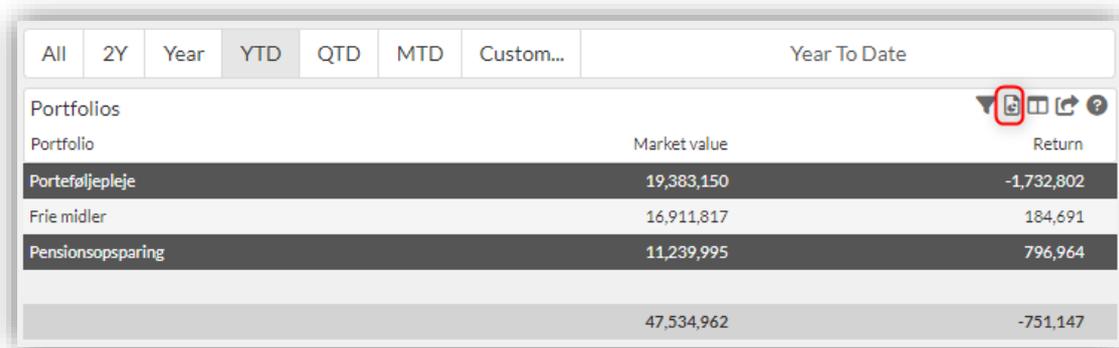
All	2Y	Year	YTD	QTD	MTD	Custom...	1/1/2022 - 10/31/2022
Portfolios ▼ □ ↻ ?							
Portfolio no.	Portfolio	Market value	Return				
001	Porteføljepleje	19,383,150	-1,677,440				
002	Pensionsopsparring	11,239,995	744,681				
003	Frie midler	16,911,817	185,999				
		47,534,962	-746,760				

The following pages change depending on the chosen period:

- 'Portfolios' table
- 'Overview' tab: Heading 'Portfolio key figures'
- 'Result' tab: 'Return statement' table
- 'Result' tab: Graph 'Accumulated daily return (%)' (displayed by clicking on an instrument in the table)
- 'Return' tab: Graph 'Accumulated daily return (%)'
- 'Risk' tab: Risk key figures

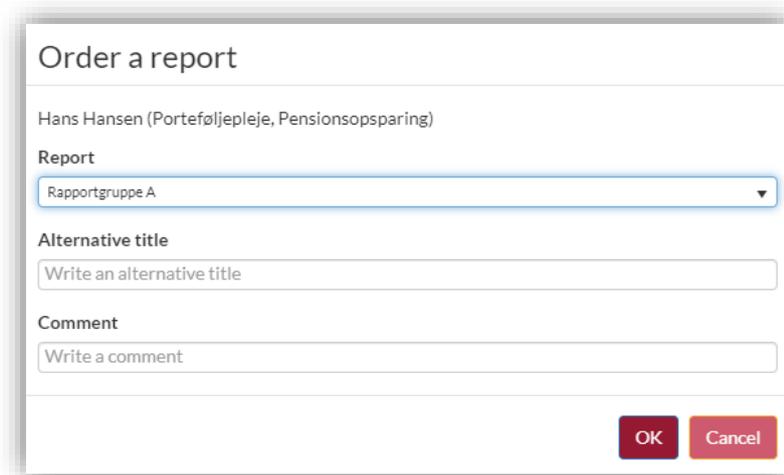
3.4. Reporting from portfolio: Overview window

COCKPIT allows you to order ad hoc reports from the overview window in the following process:



All	2Y	Year	YTD	QTD	MTD	Custom...	Year To Date	
Portfolios								
Portfolio							Market value	Return
Porteføljepleje							19,383,150	-1,732,802
Frie midler							16,911,817	184,691
Pensionsopsparing							11,239,995	796,964
							47,534,962	-751,147

- Select the portfolios you want the report to be based on. Select the portfolios one by one by clicking on them, or use Shift+Enter to select several at once.
- Click on the 'order ad hoc report' icon (there is more about ad hoc reports in section 6.2).
- Next, a dialog box opens where you select the report group. The order is sent when you press OK. The report will appear under 'Ad hoc reports' in the 'Documents' tab.



Order a report

Hans Hansen (Porteføljepleje, Pensionsopsparing)

Report

Rapportgruppe A

Alternative title

Write an alternative title

Comment

Write a comment

OK Cancel

The same feature is available in 'Documents'/'Ad hoc reporting'.

3.5. Portfolio: Holding

The screenshot displays the VITEC COCKPIT interface for a client named Hans Hansen. The main view is 'Portfolio: Holding', showing a detailed table of holdings categorized by asset class (Bonds, Cash, Equities). A configuration panel on the right allows users to toggle various columns and filters for the table view.

Security name	Security id	Drawn	Category	Holding	Cost price	Cost price currency	Market price	Price date	Currency rate	Currency	MV ex interest	Interest
Category: Bonds												
6.000000% Unikred...	200409		Bonds	100,000	95.00	100.00	100.00	1/1/2018	100.00	DKK	100,000	0
2% Totalkredit	COCKPIT00030		Bonds	140,000	95.00	100.00	98.00	9/1/2021	100.00	DKK	137,200	2,294
2% Nordea	COCKPIT00048		Bonds	180,000	96.11	100.00	96.00	9/1/2021	100.00	DKK	172,800	2,949
1.835 % Obligation	CPC000000346		Bonds	210,000	85.00	100.00	99.25	6/1/2022	100.00	DKK	208,425	1,891
1.835 % Obligation	CPC000000346	✓	Bonds	30,000	85.00	100.00	100.00	1/1/1980	100.00	DKK	30,000	0
National Garden 28	CPKRAY000138		Bonds	630,000	99.92	645.00	101.75	3/26/2020	764.94	USD	4,903,425	100,063
											5,551,850	107,197
Category: Cash												
DKK 00000127200...	0000012720000001		Cash	-655,532	0.00	0.00			100.00	DKK	-655,532	0
DKK 00000127200...	0000012720000002		Cash	2,904,000	0.00	0.00			100.00	DKK	2,904,000	0
DKK 00000127200...	0000012720000003		Cash	2,660,435	0.00	0.00			100.00	DKK	2,660,435	0
EUR 00000127200...	0000012720000004		Cash	325,216	0.00	0.00			743.90	EUR	2,419,272	0
EUR 00000127200...	0000012720000006		Cash	196,750	0.00	0.00			743.90	EUR	1,463,615	0
USD 00000127200...	0000012720000007		Cash	653,480	0.00	0.00			764.94	USD	4,845,710	0
USD 00000127200...	0000012720000008		Cash	-292,010	0.00	0.00			764.94	USD	-2,233,687	0
USD 00000127200...	0000012720000009		Cash	653,480	0.00	0.00			764.94	USD	4,845,710	0
											16,249,524	0
Category: Equities												
Middbank	1000152		Equities	100	10.00	100.00	3,569.00	1/1/2018	100.00	DKK	356,900	0
Carlsberg B A/S	DK00101817X7		Equities	1,300	514.00	100.00	700.00	10/28/2022	100.00	DKK	910,000	0

The screen displays the following details of the individual selected client:

- Portfolio composition by asset class for up to two levels
 - The desired asset classes are set up in PORTMAN, for example, under 'User defined' 1 and 2. This also controls the content and appearance of graphs
- Portfolio composition by a single instrument
- X-Ray - Shows a breakdown of mutual funds to reveal the underlying securities – configuration (see section 3.5.2)
- On the fly configuration of groupings for a tailored view of the dashboard
- Ability to mark unreconciled data in holdings/accounts – configuration requires access to Reconciliation in PORTMAN – affects access to reporting and log-in options for the COCKPIT client site
- Ability to view and search all transactions for the individual instrument
- Market value, currency, acquisition prices (per instrument and currency)
- Rating, ICB sector, exposure
- Percentage distributions
- Drawings regarding holding
- Ability to customise the window with particular columns
- Ability to export content to MS Excel or PDF

3.5.1. Real-time prices

In the COCKPIT client site, it is possible to prevent the end-client from logging into COCKPIT if there are unreconciled positions in a linked holding or account. When the end-client attempts to log into COCKPIT, he or she is informed that it is not possible to log into COCKPIT at the moment.

3.5.2. Breakdown of funds (X-Ray)

In the 'Holdings' tab, it is possible to see a breakdown of mutual funds to reveal the underlying securities. The data in the breakdown for the mixed funds can be viewed in the overview of holdings and in pie charts (X-Ray must be purchased as an add-on).

3.6. Portfolio: Result

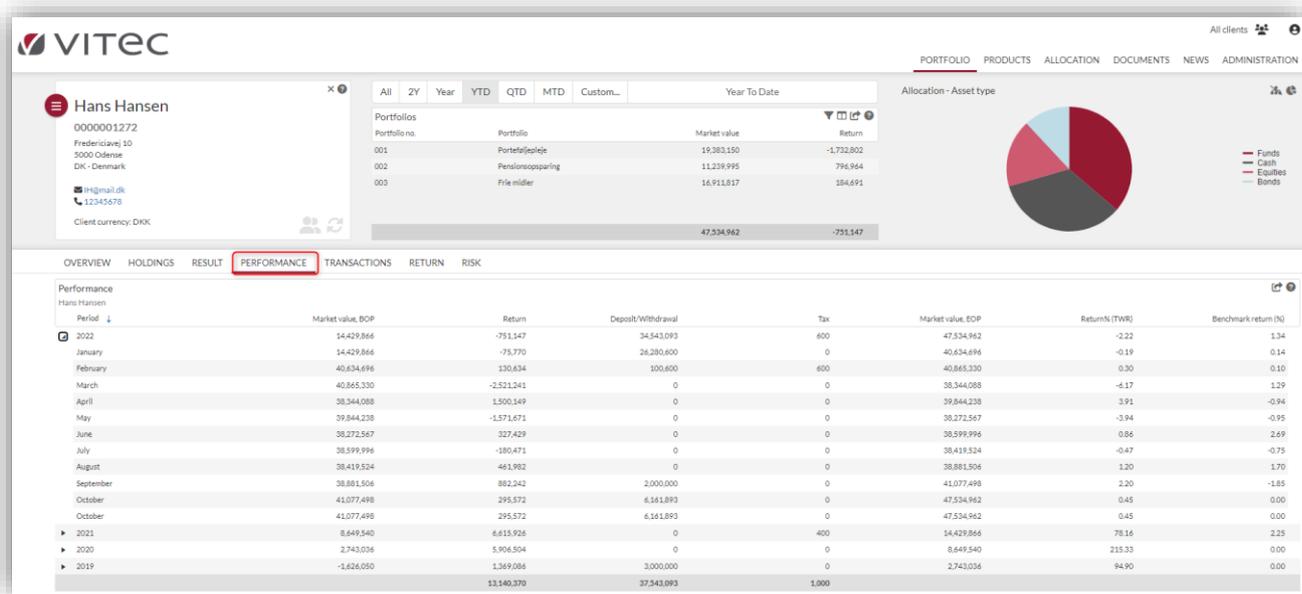
The screen displays the following details of the individual selected client:

- Return statement for the selected period per asset class for up to two levels.
 - Drawings
 - Unrealised/realised profit/loss
 - Interest/dividend

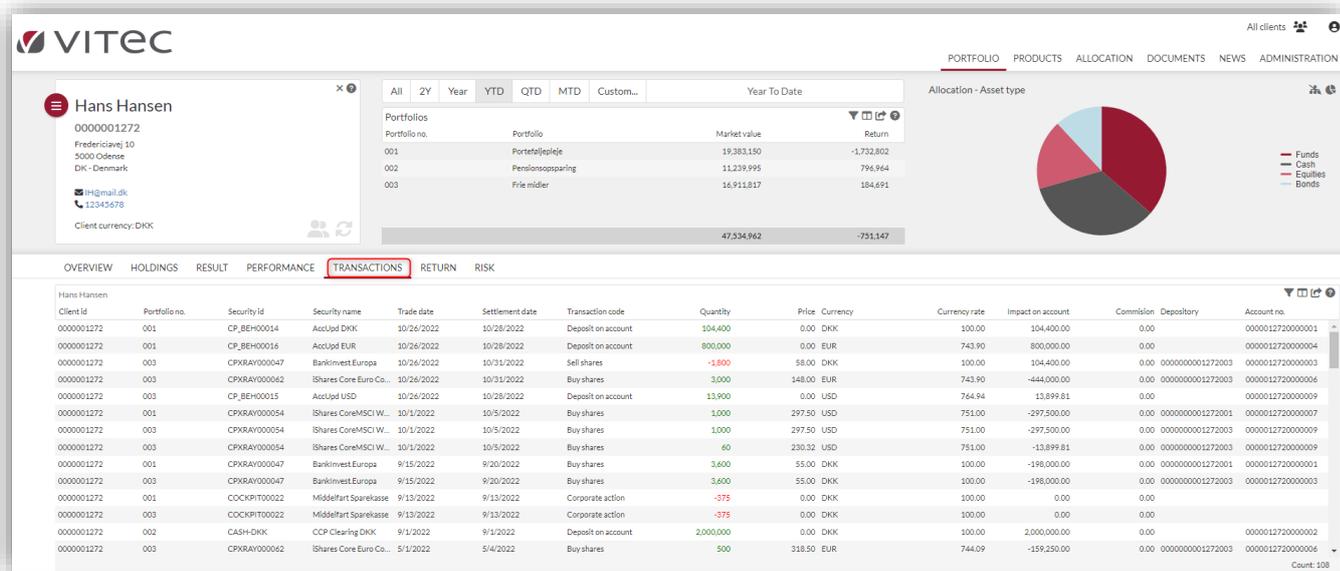
- Total return
- Historical rate of return on portfolio (possibly versus benchmark)
- Percentage return down to ID code level
- Click on the individual instrument to display the return for the selected period as a graph
- On the fly configuration of groupings for a tailored view of the dashboard

3.7. Performance

View of return per year, which also can be expanded to per month/per year.



3.8. Portfolio: Transactions

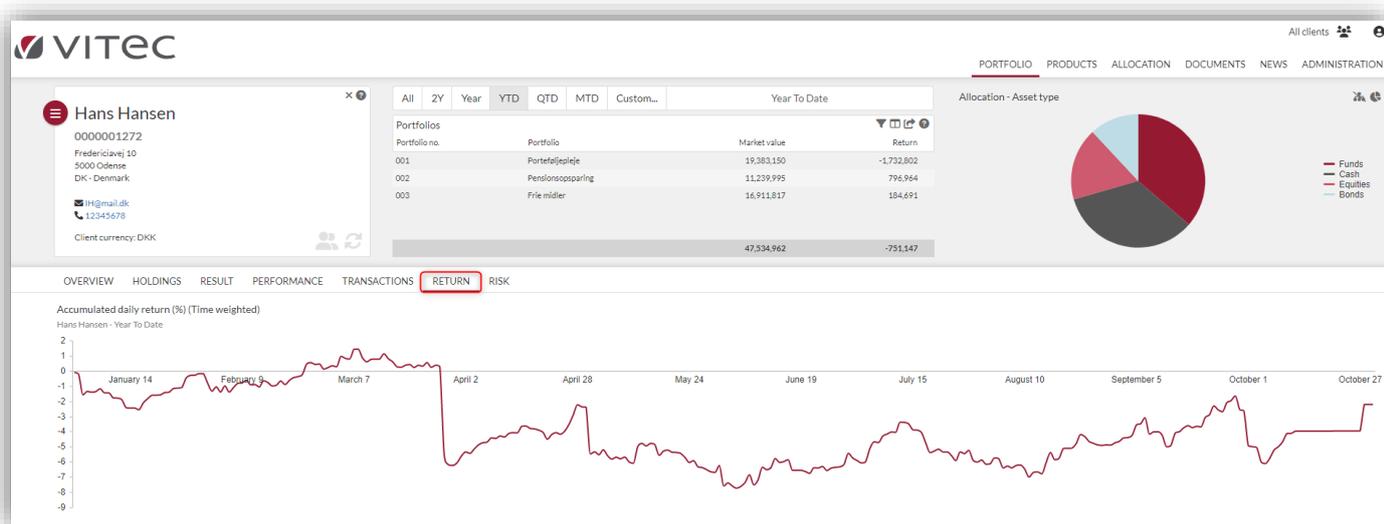


The screen shows the following against each selected client:

- Overall transaction list for the client:
 - Client number
 - Security ID
 - Security name
 - ISIN
 - Price
 - Quantity
 - Trade and value date
 - Transaction code (cancelled/entered, purchase/sale, interest, fee/tax, dividend/corporate action)
 - Effect on account
 - Currency
 - Exchange rate
 - Commission
 - Depository/account number
 - Portfolio number
 - Portfolio ID
 - Note (if any)
 - Ability to export content to MS Excel or PDF

3.9. Portfolio: Return

Here, a return graph is generated at the holding level in different time periods (even right back to the establishment of the portfolio).



3.9.1. Return methods

COCKPIT can display both the time-weighted return (TWR) and the money-weighted return (MWR) for the individual portfolio. The principle is managed in the portfolio basic data in PORTMAN, where the 'performance measure' field determines the calculation principle in COCKPIT.

Performance measure Money Weighted Return

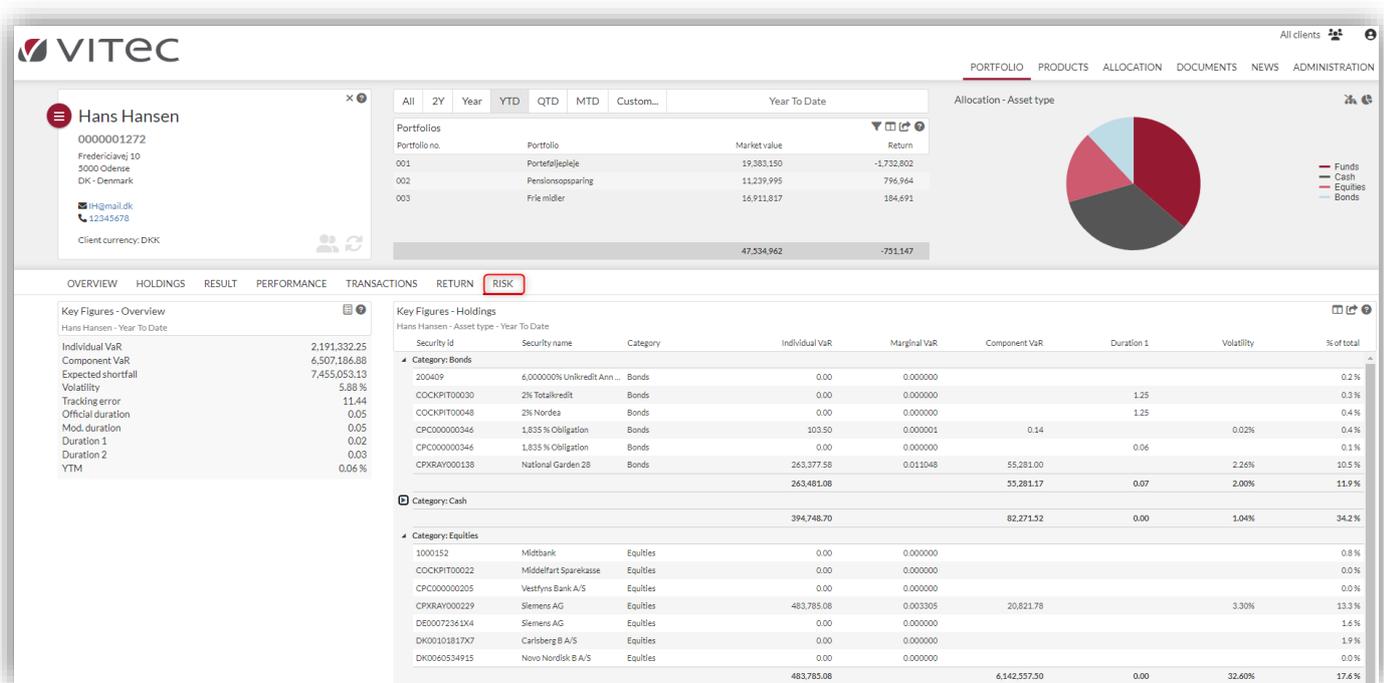
The selected principle is stated in the headings of several pages.

3.10. Portfolio: Risk

The 'Risk' tab displays risk key figures for selected clients, portfolios and holdings.

The example shows the following risk key figures relating to the selected client:

- Various VaR calculations (individual VaR, marginal VaR and component VaR, etc.)
- Volatility
- Tracking error
- Sharpe ratio
- Information ratio
- Various durations (official duration, modified duration, etc.)
- Yield to maturity
- Convexity
- Expected shortfall
- Alpha
- Beta
- Delta
- User-defined risk key figures



The risk key figures above can be calculated or imported manually (must be purchased as an add-on).

4. Products

4.1. Products: Find relevant clients based on product

In 'Products', you can change the perspective. Instead of accessing the client portfolio using the client as a key, you can access it according to who has which products (the 'product key').

The screen starts out almost empty, and the only content is a list of products.

Note that the selection of client group matters here. On the screen, the search focuses on the client group you have selected. The display is based on which products the selected clients hold (or you can simply change the client group at the top right).

Security id	Security name	Holding	Market price	MV ex interest	% of total
1015052	Sparekassen Faaborg	202	753.00	152.106	0.0%
1014072	Sparbank Vest	1,123	100.00	112.300	0.0%
CPXRAY000229	Siemens AG	1,811	544.57	7,605.878	0.0%
DE00072361X4	Siemens AG	2,584	52.45	1,008.120	0.0%
1000632	Santa Fe Group	130	12.00	1.560	0.0%
CP_BEH000112	Santa AKT	464	341.69	158.546	0.0%
				2,206,284,524,744,085	100.0%

Client Id	Client	E-mail	Phone no.	Inv. man.	Holding	MV ex interest	Total MV ex interest	% of total
0000001400	Balance	ssonja@gmail.com	83596111		50	209,991	2,159,782	9.7%
0000004000	XXX Pensjonskasse	Info@pensjon norge.no	+47 21 01 10 00		100	419,982	3,724,247	11.3%
0000002000	Lotte Jensen (simple)	Lars.jensen@gmail.com	66101112		161	676,171	3,657,062	18.5%
0000001272	Hans Hansen	HH@mail.dk	12345678		1,500	6,299,733	31,178,241	20.2%

The list of products can be searched, sorted, and filtered. In the example, we selected an equity 'Siemens AG' as the product key for 'Products' and 'Affected Clients'.

When the instrument is selected, a list of the clients who hold that instrument in one or more portfolios appears in 'Affected Clients'. You can also search, sort and filter.

4.2. Products: Affected clients

This feature allows you to quickly identify relevant clients for market events.

The three columns 'E-mail', 'Tel.' and 'Inv. adv.' make it easy for the user to contact the client if necessary.

Also, the user can easily get an overview of the client because the 'Portfolio' tab changes to that client. Clicking on the client number will automatically lead you to this tab.

The display is sorted according to the client's portfolios when you click on the selected client. The portfolios that contain the security in question are highlighted in colour.

Affected Clients (4)									Portfolios				
Client Id	Client	E-mail	Phone no.	Inv. man.	Holding	MV ex interest	Total MV ex interest	% of total	Portfolio	Holding	MV ex interest	Total MV ex interest	% of total
0000001400	Balance	ssonja@gmail.com	83596111		50	209,991	2,159,782	9.7 %	Hans Hansen				
0000001232	Hans Hansen	h.hansen@siemens.com	12345678		1,500	4,299,733	31,178,241	20.2 %	Porteføljepleje	1,500	6,299,733	12,768,905	49.3 %
0000002000	Lotte Jensen (Simple)	Lars.jensen@gmail.com	66101112		161	676,171	3,657,062	18.5 %	Frile midler	0	0	7,939,718	0.0 %
0000004000	XXX Pensjonskasse	info@pensjon norge.no	+47 21 01 10 00		100	419,982	3,724,247	11.3 %	Pensjonsoppparing	0	0	10,469,618	0.0 %

5. Allocation

5.1. Allocation: overall allocation overview

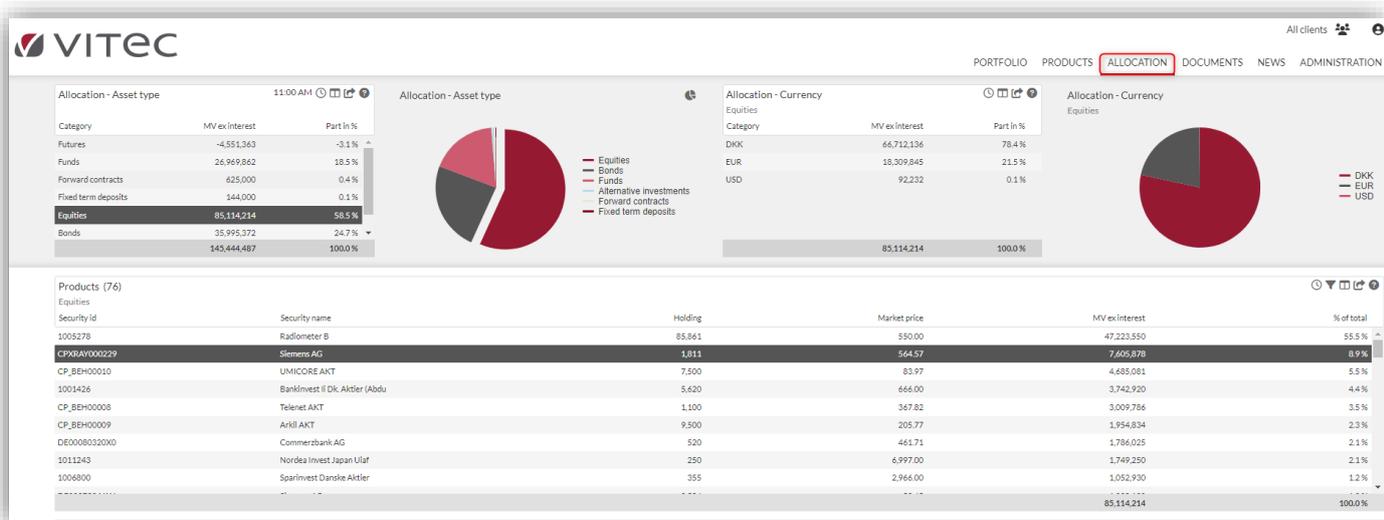
In 'Allocation', you can change the perspective. Instead of accessing the client portfolio using the client/product as a key, you can access it according to who has what overall allocation. We are therefore going up one step, which is particularly relevant for management and analysis.

The screen below starts with an overview of all clients and products in the selected client group.

The two allocation charts can be set up specifically according to client preferences. Grouping can be on two levels, such as asset type and currency exposure.

The screen shows the following across the client population:

- The total exposure per asset class.
 - Click on an asset class and narrow down the selection to all products and clients under (for example) 'Equities', 'Bonds', 'Funds', 'Fixed-term deposits' and/or 'Alternative investments'.
- Total exposure per subgroup.
 - Click on an asset class and narrow down to all products and clients with investments in this class, e.g. equities. Or, for example, restrict to equities in currency USD.



This feature allows you to quickly search for relevant clients in case of currency fluctuations or to see the organisation's overall exposure in selected asset classes.

5.2. Example: Clients with equities

Select 'Equities' and 'Siemens AG' as the equity. When you click on the equity, the clients holding that equity are listed.

The screenshot displays the VITEC COCKPIT interface. The top navigation bar includes 'All clients', 'PORTFOLIO', 'PRODUCTS', 'ALLOCATION', 'DOCUMENTS', 'NEWS', and 'ADMINISTRATION'. The main content area is divided into several sections:

- Allocation - Asset type:** A table showing the distribution of assets. Equities represent 58.5% of the total allocation (85,114,214).
- Allocation - Currency:** A table showing the distribution of assets by currency. DKK represents 78.4%, EUR represents 21.5%, and USD represents 0.1%.
- Products (76):** A table listing various securities. Siemens AG is highlighted in red, with a holding of 1,811 units and a market price of 544.57.
- Affected Clients (4):** A table listing clients who hold Siemens AG. The client Hans Hansen is highlighted in red, with a holding of 1,500 units and a market value of 810,855.
- Portfolios:** A table showing the client's holdings for Siemens AG. The 'Portefoljeleje' portfolio is highlighted in green, showing a holding of 1,500 units and a market value of 810,855.

Clicking on the selected client will sort the client's portfolios, with the portfolios containing that security colour-coded, showing the holding in the portfolio.

Under 'Affected Clients', there are three columns 'E-mail', 'Phone no.' and 'Inv. man.' making it easy to contact the client if you need to.

Also, you can easily get an overview of the client because the 'Portfolios' tab changes to that client. Clicking on the client number takes the user automatically to this tab.

The display is sorted according to the client's portfolios if the user clicks on the selected client. The portfolios that contain the security in question are highlighted in colour.

In this way, it is easy to find out which portfolios and clients, for example, have 'Siemens' equities and the size of their holdings.

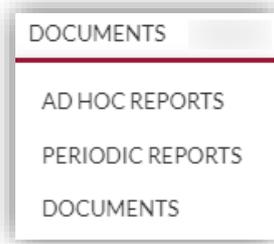
6. Documents

6.1. Reports

In 'Documents' you can:

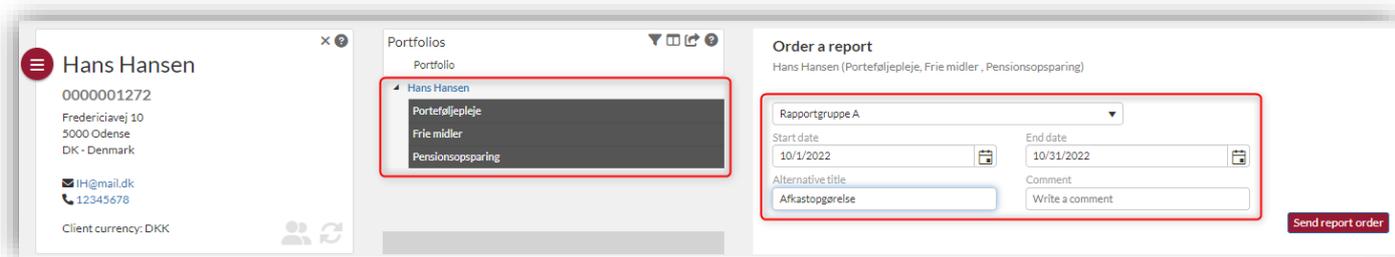
- create new ad hoc reports (e.g. return statements or cost documents) from the PORTMAN CRS module.
- view previously generated reports (periodic reports) from the PORTMAN CRS module.

- view any uploaded documents (e.g. profile schedules, contract documents with the client etc.).



6.2. Documents: Ad hoc reporting

Here the advisor can create a new report as required from the library of reports in PORTMAN.



This library can be set up according to the client's needs and managed from PORTMAN under the menu item 'Report groups' and 'Omit from web'. Vitec Aloc can help with setup.

First, select the portfolios on which the report will be based, then select the report group and time period. Finish with 'Send report order'.

After it has run, the report will appear as a line on the screen and can be opened as a PDF file:

CRS id	Title	Comment	Start date	End date	Timestamp	User	Document state
ee6fc440-b7bd-4ea8-a742-f5807e5b6ebd	Ny rapport igen		10/24/2022	10/24/2022	10/24/2022 8:13 AM	CP	Stored

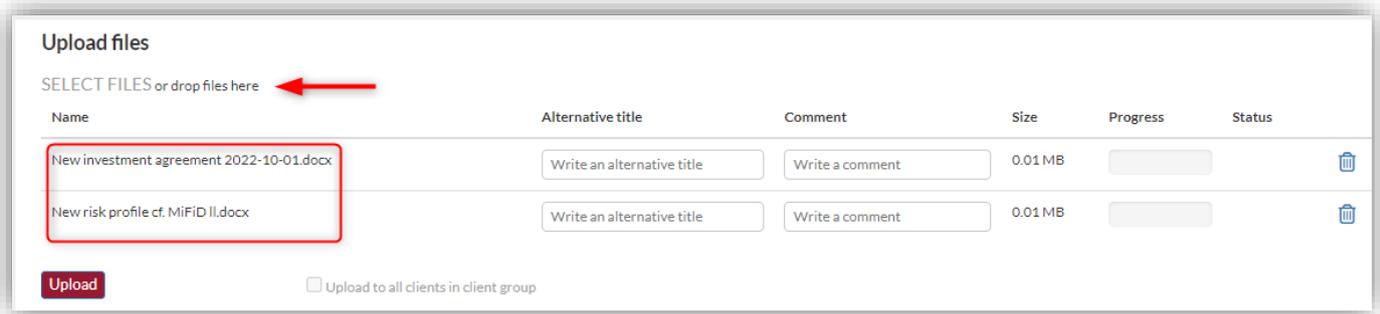
The ad hoc report can be exported from Advisor to the client site (requires setup).

6.3. Documents: Periodic reports

Copies of previously submitted reports are shown here. If the end-client also has access to COCKPIT, the monthly, quarterly and annual reports forwarded from PORTMAN will also appear here. The adviser and end-client then have access to the same reports.

6.4. Documents: Documents

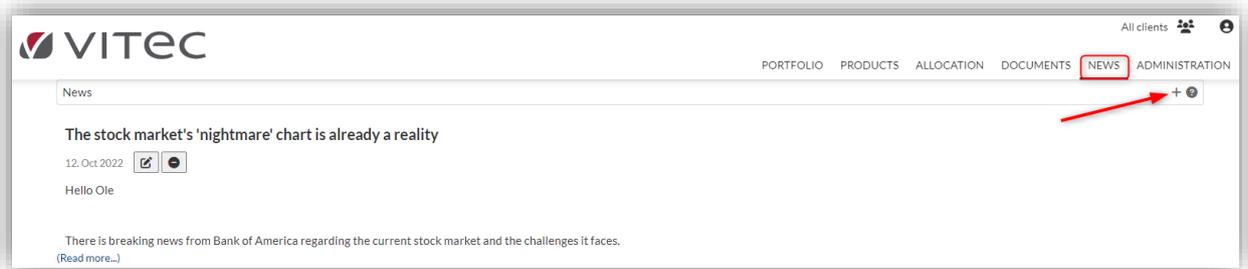
Here the advisor can upload and view uploaded and selected documents (e.g. profile schedules, contract documents etc.).



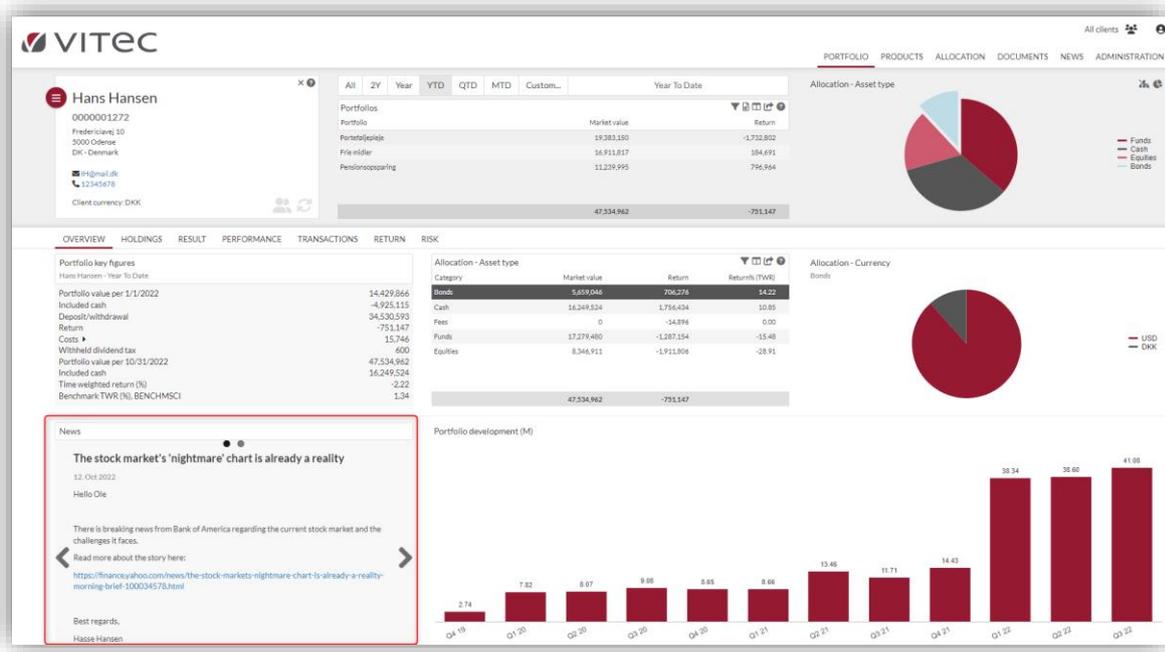
7. News

7.1. News: Publication of news

Here relevant news items/market comments etc. can be published to the advisors and end-clients from a central team. An expiry date can be attached to the news:



The advisors see the news items on the overview page, where they change/scroll automatically:



8. Disclaimer

COCKPIT also has the option to include a general text such as a disclaimer.

